



## STUDENT DATA UPLOAD PROCESS

How student data will get to TIDE/AIR:

Student data will be uploaded nightly from Infinite Campus State Edition (ICSE) into the Test Information Distribution Engine (TIDE) by our testing contractor, American Institutes for Research (AIR). In order for the schools to have access to an accurate list of students to be tested in TIDE, it will be necessary for districts to do frequent data uploads to Infinite Campus State Edition. A daily upload to Infinite Campus State Edition is recommended. For students who move from one Maine school district to another during the testing window, it will be particularly critical that they are appropriately exited by the sending district so that the receiving district can enter them. Questions regarding Infinite Campus State Edition can be directed to the MEDMS Helpdesk [207-624-6896](tel:207-624-6896) or [MEDMS.Helpdesk@maine.gov](mailto:MEDMS.Helpdesk@maine.gov)

How to register Alternate Assessment Students:

A small percentage of students, those with significant cognitive disabilities, will not be participating in the regular assessment of mathematics and ELA/literacy developed by Smarter Balanced. Instead, they will be taking an alternate assessment of mathematics and ELA/literacy developed by the National Center and State Collaborative (NCSC). In order to remove those students from the TIDE system, they must be identified by the local districts. To that end, all special education students are now listed on a report in Infinite Campus State Edition: ME State Reporting/Assessment Reports/Alternate Assessment Students. **This report is available to INFINITE CAMPUS STATE EDITION users with the following roles: SAU District Admin, SAU District Admin (Read Only), SpecEdAdmin (Read Only).**

District with students requiring an alternate assessment should follow these instructions which have already been provided to the Special Education Directors:

1. Send an email to the MEDMS helpdesk ([MEDMS.Helpdesk@maine.gov](mailto:MEDMS.Helpdesk@maine.gov)) asking them to initiate secure email.
2. Download the Alternate Assessment Students list (**found in Infinite campus**) to EXCEL.
3. Indicate in the "Taking Alternate Assessment" column, a Y if the student is to take the Alternate Assessment.
4. Once you have the secure email from the MEDMS Helpdesk, respond to that email and attach the Alternate Assessment Students EXCEL sheet.

Once students are indicated to be taking the alternate assessment, they will no longer be included in the nightly upload for the regular assessment and will no longer be available in TIDE for the regular MEA Mathematics & ELA/Literacy.

Browser window showing the Infinite Campus application interface. The browser tabs include "Infinite Campus" and "NEO v1.4.10.30". The address bar shows "https://maine.infinitecampus.org/campus/#".

The application header includes the "Infinite Campus" logo, "State Edition", and a "Log Off" button. Below the header, there are filters for "Year" (14-15), "District" (All Districts), and "School" (All Schools).

The left sidebar contains a navigation menu with the following items:

- Index
- Search
- Help
- Student Information
- Census
- Behavior
- Attendance
- Programs
- Ad Hoc Reporting
- User Communication
- Assessment
- System Administration
- Auditing
- FRAM
- ME State Reporting
  - Accountability Reports
  - Assessment Reports
    - 3rd Year High School Students for Assessment
    - ACCESS For ELLs (R)
    - Alternate Assessment Students**
    - MEA Science Label Roster
    - NECAP Label Roster
  - Behavior Reports
    - Behavior Data Certification
    - Behavior Incidents By School
  - Charter School Reports
  - CTE Reports

The main content area is titled "Students for Alternate Assessment" and contains the following text:

Report instructions.

Please select the Excel to generate report

☒ EXCEL

**Generate Report**

**How to Download the Alternate Assessment Students Report**

**Under the index tab.**

**Select ME State Reporting .**

**Select Assessment Reports.**

**Select Alternate Assessment Students.**

**Select Generate report.**

**Select Save.**